



Employee # _____

PERSONNEL ACTION NOTICE FORM

Date: _____ Social Security #: _____ Department: _____

*Location in Dept: _____ *KRONOS Manager: _____

Name: _____ Date of Birth: _____
(Last name) (First name) (M.I.)

Address: _____ Apt. #: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Effective Date: _____ Employment Date: _____ Sex (M or F): _____

Computer Usage – Login - ☐ Email - ☐ Munis - ☐ Application Xtender - ☐

TYPE OF ACTION				TYPE OF CHANGE		(HR CODES)	
New Hire	<input type="checkbox"/>	Return from Layoff	<input type="checkbox"/>	Salary Change	<input type="checkbox"/>	EEOC:	
Transfer	<input type="checkbox"/>	Rehire	<input type="checkbox"/>	Grade/Step	<input type="checkbox"/>		
LOA	<input type="checkbox"/>	Promotion	<input type="checkbox"/>	Job Title	<input type="checkbox"/>	WCC:	
Termination	<input type="checkbox"/>	Layoff	<input type="checkbox"/>	Department	<input type="checkbox"/>		
Return from LOA	<input type="checkbox"/>	Retirement	<input type="checkbox"/>	Status	<input type="checkbox"/>	MISC.	

EMPLOYMENT / CHANGE INFORMATION

	Status (FT/PT/ TEMP)	Job Title	Grade/ Step	Rate of Pay	% Of Increase	Exempt / Non- Exempt	Date of Review	Review Rating	Salary Change Code	Effective Date
New										
Current										

Remarks: _____

TERMINATION / LAY-OFF / LEAVE OF ABSENCE

Term Code:		Term. Date:		Rehire:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vacation Payout:	
LOA Code:		Begin Date:		Return Date:		Number of days:	

ATTACH RESIGNATION LETTER, REQUEST FOR LOA, OR TERMINATION DOCUMENT, ETC.

Reason: _____

EMPLOYEE SIGNATURE: _____ Date: _____

MANAGEMENT SIGNATURE: _____ Date: _____

APPROVED BY: _____ Date: _____

HUMAN RESOURCE: _____ Date: _____

CODES

TERMINATION CODES		EEOC CODES	SALARY CHANGE CODES	REVIEW RATINGS	LOA CODES
14B - Other Employment 14C - Comp./Benefits 14D - Health 14E - Personal 14F - Family 14G - Relocation 14H - Return to school 14I - Hours/Shift 14J - Conflict 14K - Failure to return from LOA 14L - Temporary/Casual	14N- Deceased 14O - Retirement 24B - Unsatisfactory Performance 24C - Attendance/Tardiness 24D - Dishonesty 24E - Insubordination 24F - Failure to comply with company policy 24G - Misconduct 24H - Abandoned job 24I - Lay-off 24J- Other	01 - White 02 - Black 03 - Hispanic 04 - Asian/ Pac. Island 05 - American Indian/Alaskan	B - Below min. market adj. D - Decrease H - Shift Change J - Job Change M - Merit N - New Hire O - Organizational Change P - Promotion X - Other	X - Excellent E - Exceed Standards M - Meets standards B - Below Standards U - Unsatisfactory	121 - Military 122 - Medical 123 - Personal